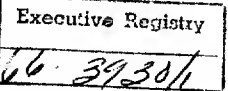


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30 September 1966

25X1A

MEMORANDUM FOR: Special Assistant to the Executive Director-Comptroller,  
[REDACTED]

SUBJECT : Vietnamese Language Training

1. Our current program in Vietnamese language training consists of two types of courses: (a) an eight-week course given twelve times a year designed to provide minimal orientation in the use of Vietnamese; we teach ten students per course, therefore, our projected output is 120 students; (b) a twenty-six-week course given twice a year designed to provide intermediate level proficiency; we teach ten students per class and our projected output is 20 students per year. However, in this intermediate course we plan to reduce our teacher-student ratio to one to six because we have found the one to ten ratio unsatisfactory.

2. In January 1967 we expect to EOD two additional Vietnamese native language instructors. This will increase our staff capabilities in Vietnamese instruction to six. In January using all six instructors, we can offer eight twenty-six-week intermediate level courses per year. Our projected output would then be 48. We also would offer twelve "minimal orientation" courses a year; our projected output would be 120.

3. Again in January, alternatively, we could concentrate entirely on offering twelve intermediate level courses per year. Our projected output would then be 72 graduates with intermediate proficiency. Because of other increased language requirements we will be faced with a difficult classroom situation in January no matter which alternative we pursue. However, we believe we have sufficient lead time to solve this problem.

4. There are, of course, other alternatives in the balance between offering intermediate level courses and minimal orientation courses at the same time. Given the extreme scarcity of clearable Vietnamese language instructors, I doubt if it would be feasible to increase our capabilities beyond that described above. I believe the suggested alternatives provide a realistic spectrum for consideration and I hope the above parameters will be of assistance.

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[REDACTED]  
John Richardson  
Director of Training

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